



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 4-27-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE					
2. Agency Application No. 7				Date Received MAY 23 1972		Application No. 138		Date Completed MAY 25 1972	
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Transportation Agency Finance and Audits Payroll and Budgeting No. 2 Capitol Square Atlanta, Georgia 30334				4. Person to Contact Wilbur Pate					
				5. Working Title Accountant IV		6. Tel. No. 656-5237			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Inclusive Dates 1956 - to date		9. EXACT SERIES TITLE Payroll Register Printouts							
10. What function performed resulted in creation of this series 1. Performs the accounting operations related to Payrolls, Payroll Reports, Budgets, Budget Reports, Inventory Control, Cash Forecasting and Records Management. 2. Performs the continuous review of accounting procedures to insure that they comply with new legislation or changes in policies or procedures relative to budget reports and payroll operations. 3. Analyses operating budgets for all units of the Department and prepare special and regular reports. 4. Assists and advises employees as to Social Security and Retirement Benefits and answers inquiries regarding survivors benefits, health insurance coverage and Federal Tax deduction regulations. 5. Processes scheduled merit increases for employees of the Finance and Audits Division in accordance with Merit System Regulations. 6. Performs the various cost accounting Functions for the Department.									
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any Payroll Register (Computer print-out summary of the basic payrolls and deductions)									
12. EQUIPMENT OCCUPIED		No. of Drawers	Ca. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Ca. Ft. of Records		
Letter-size File Drawers				Floor Space Occupied (Square Feet)		shelves		4	
Legal-size File Drawers						In Office(s)		In Storage Area(s)	
Shelves			65	By Annual Accumulation		This Year's	Last Year's	Preceding Year's	All Prior Years'
				AVERAGE DAILY REFERENCES		20	1	1	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
Record Created as result of carrying out accounting procedure.
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
There are computer tapes and source documents that may be referred to.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
Referred to for project files.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)
Federal Regulations PPM 30-9 states that accounting and financial records may be destroyed as early as 4 years from the date of the close of the calendar year or fiscal year in which the record is created.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area month(s)/ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☒ Other Hold in current Files area for 1 year or until after audit, whichever is latter; (Send to the Records Center to be held 3 years; then destroy)

(Indicate briefly rationale for recommendations above/or write additional remarks):

To comply with PPM 30-9 and make records available in current files area until after State Audit. Records pending special litigation should be kept until cleared.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <u>John J. Kitchens</u>	Recommendations prepared by <u>John J. Kitchens</u>	Approved for Division Date <u> </u>	Records Management Officer Date <u>John J. Kitchens 5-10-72</u>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <u> </u>	Date <u> </u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <u>William M. Sullivan</u>	Date <u>5-24-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State Designee <u>Carroll Hart</u>	Date <u>5-22-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <u>Robert M. Steel</u>	Date <u>5-25-72</u>